

**CLASS TITLE:**

## **CEMETERY SPECIALIST**

**Class Code: 02297200**

**Pay Grade: 14A**

**EO: H**

### **CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To perform diversified duties in assisting with the daily operations at the veterans cemetery; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the general supervision with latitude to exercise initiative and independent judgement; instructions usually given at the beginning of assignments involving a new type of work; work is generally in final form when completed and is subject to review.

**SUPERVISION EXERCISED:** Supervises and reviews the work of laborers, and cemetery aides, assigning tasks and reviewing work performed to ensure conformance to procedures and instructions.

### **ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To assist with committal services and burials, and the installation and care of headstones.

To care for graves and surrounding areas.

To provide routine maintenance and general upkeep of equipment and buildings.

To weed, rake, prune, plant, water, and generally care for gardens and the nursery; and to assist with the care of open spaces, ponds and wooded areas.

To participate in the Memorial Day flagging program and to distribute flags and holders.

To seed, water, fertilize and care for grass areas.

To operate lawnmowers, backhoes, hydraulic cranes and similar motor equipment.

To do related work as required.

### **REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A working knowledge of the methods and practices applied to the operation and maintenance of cemetery grounds and facilities; the ability to perform duties related to such functions; a working knowledge of the methods and techniques of groundskeeping including fertilizing, top dressing, and grass seeding; a thorough knowledge of the state laws pertaining to the operation of motor vehicles; skill in operation and routine maintenance of motorized equipment particularly backhoes and hydraulic cranes and similar types of heavy equipment; the ability to operate and make minor repairs to various equipment and hand tools used in grounds maintenance; a general knowledge of such quality that reflects the attitude of caring when meeting the public at the committal services and while on the grounds of the cemetery; and related capacities and abilities.

### **EDUCATION AND EXPERIENCE:**

**Education:** Such as may have been gained through: graduation from high school; and

**Experience:** Such as may have been gained through: employment in a responsible position in the maintenance and daily operations of a cemetery or public park..

**Or,** any combination of education and experience that shall be substantially equivalent to the above education and experience.

SPECIAL REQUIREMENTS: Must be an honorably discharged veteran of the United States Armed Services. Must possess or acquire, within six months of employment, a Rhode Island Class II Operator's License issued by the RI Department of Transportation; a Hoisting Engineer's License issued by the Rhode Island Department of Labor; and a Rhode Island Pesticide Applicator's Certificate issued by the Rhode Island Department of Environmental Management and must maintain such licensure and certification as a condition of employment.

Class Created: July 14, 1991

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